

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman-(954) 797-1016

SUBJECT: Resolution

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR OFFICE SUPPLIES, SOUTHEAST FLORIDA CO-OP CONTRACT RFP 01-15R.

REPORT IN BRIEF:

The City of Tamarac, acting as lead agency for the Southeast Florida Co-op Purchasing Group, requested competitive proposals on office supplies. The City of Ft. Lauderdale sent out thirty-one (31) bid specifications to prospective bidders and received seven (7) proposals. The Town of Davie was part of a selection committee that reviewed proposals and interviewed the short listed finalists. The recommendation is for Office Depot who was the highest ranked proposer by the selection committee. The initial contract is a one (1) year agreement with options to renew for four (4) additional one (1) year terms by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

PREVIOUS ACTIONS:

Not applicable.

CONCURRENCES:

The recommended award has been approved by the City Council of the City of Tamarac and reviewed by the Town's Procurement Manager who concur with the decision to award to Office Depot.

FISCAL IMPACT:

Has request been budgeted? yes

 If yes, expected cost-commodity

 Account Name: operating budget of using depts.

Additional Comments: Not applicable

RECOMMENDATION(S):

Motion to approve the resolution.

Attachment(s):

 Resolution

 Procurement Authorization

 Award memorandum and Tamarac resolution

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE
BID FOR OFFICE SUPPLIES, SOUTHEAST FLORIDA CO-OP CONTRACT
RFP 01-15R.

WHEREAS, the Town is in need of office supplies for use by all departments; and

WHEREAS, the City of Tamarac, acting as lead agency for the Southeast Florida
Cooperative Purchasing Group, has solicited sealed bids for such products; and

WHEREAS, after review, the Town Council wishes to accept the bid awarded by the
City of Tamarac to Office Depot.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN
OF DAVIE, FLORIDA:

SECTION 1. The award made by the City of Tamarac to Office Depot for office
supplies for use by all departments in accordance with the pricing structure identified by
Attachment "A", is hereby accepted by the Town Council.

SECTION 2. The Town Council hereby authorizes the expenditure from the
operating budget of each using department.

SECTION 3. This resolution shall take effect immediately upon its passage and
adoption.

PASSED AND ADOPTED ____ DAY OF _____, 2001

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2001

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER BUDGET ITEM & DESCRIPTION APPROXIMATE COST
OPERATING BUDGET OFFICE SUPPLIES COMMODITY
OF USING DEPT'S.
METHOD OF PROCUREMENT (check the one that applies)

☐ Open Competitive Bidding
☒ Piggyback on Contract Number CO-OP RFP 0145R
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed Carol Munk
Department Head

Have Funds been Reserved N/A

Date 11/7/01 Signed TD

Signed TD JCP
Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
<u>OFFICE DEPOT</u>		<u>PER ATTACHMENT "A"</u>

Signed Neil Hyman
Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION

<u>Vendor</u>	<u>Cost</u>
<u>OFFICE DEPOT</u>	<u>PER ATTACHMENT "A"</u>

Signed TD JCP
Town Administrator

+



City of Tamarac

"Committed to Excellence...Always"

Jeffrey L. Miller
City Manager

November 14, 2001

Linda S. Sykes, District Sales Manager
Office Depot
13794 NW 4th Street
Suite 200
Sunrise, FL 33325

Dear Ms. Sykes:

I am pleased to advise you that at its meeting on November 14, 2001, the City of Tamarac Commission approved a resolution authorizing Office Depot as the City's office supply provider effective December 1, 2001. Attached is the approved resolution along with the original agreement, which constitute the full agreement with the City.

Anne Lodato, Senior Buyer will be the City of Tamarac contact for this agreement. Please contact her at (954) 724-2450; however, if there should be any problems of serious consequence, I expect you to advise me directly and immediately.

The City looks forward to working with you on this contract.

Sincerely,

Jeffrey L. Miller
City Manager

c: Lynda Flurry, Purchasing and Contracts Manager
Marion Swenson, City Clerk
Apricot Office Supplies
Best Wholesale
Boise Cascade
Corporate Express
Halsey Griffith
Roth Office Supplies

Attachment

LSF/lstf9578

Attachment "A"
Office DEPOT
Business Services Division

October 31, 2001

Lynda S. Flurry, CPPO
Purchasing and Contracts Manager
City of Tamarac
Finance Department, Purchasing Division
7525 N.W. 88th Ave.
Tamarac, Florida 33321

Re: Office Supplies Proposal RFP 01-15R

Dear Ms. Flurry:

Pursuant to the negotiation phase of the selection process, we offer the following discounts and pricing structure for Office Supplies Proposal RFP 01-15R.

The Proposal Contract Items are at a fixed price for one (1) year

The Balance of the Business Services Division (BSD) catalog 53% off list with a 15% Gross Profit (GP) floor

Virtual items in the BSD catalog (marked as a blue S) 15% off list

Furniture contract 35% off list with a 1% (GP) floor

Business Machines contract at Market price

Paper contract is a floating contract according to market price.

We are able to extend the improved discount on the Business Services Division catalog to 53% off list with a 15% GP floor by excluding furniture from this contract. Furniture has always been excluded from the RFP process but was offered by Office Depot as an added benefit. The contracts for the Virtual Items, Business Machines and Paper will remain the same as your previous contract. The 15% GP Floor simply guarantee's that Office Depot will make a 15% profit if an item falls below our GP margin.

We appreciate the time you have spent with Office Depot negotiating this contract and thank you for your business.

Sincerely,



Cindy Campbell
Senior Vice President - East
Office Depot, Business Services Division

Cc: John Russo, Glenda Acevedo, Linda S. Sykes

CITY OF TAMARAC, FLORIDA

RESOLUTION NO. R-2001- 328

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA, AUTHORIZING THE APPROPRIATE OFFICIALS TO AWARD RFP 01-15R ENTITLED "OFFICE SUPPLIES" AND ACCEPT AND EXECUTE AN AGREEMENT WITH OFFICE DEPOT, INC. ON BEHALF OF THE SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE FOR A ONE-YEAR PERIOD WITH FOUR ADDITIONAL ONE-YEAR RENEWAL OPTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Tamarac served as "lead agency" on the Southeast Florida Governmental Purchasing Cooperative Request For Proposal (RFP) 01-15R for the purchase of office supplies; and

WHEREAS, twenty six (26) governmental agencies will utilize this RFP to purchase approximately \$2.5 million in supplies; and

WHEREAS, proposals were solicited from thirty-one (31) vendors and seven (7) proposals were received as follows and evaluated as per the Request for Proposals attached hereto as Exhibit "A":

1. Apricot Office Supplies
2. Best Wholesale
3. Boise Cascade
4. Corporate Express
5. Halsey Griffith
6. Office Depot
7. Roth Office Supplies; and

WHEREAS, after extensive evaluation and consideration by the Evaluation Committee consisting of representatives from six participating Southeast Florida Governmental Purchasing Cooperative agencies, four proposers were invited to make presentations to the Evaluation Committee as follows:

1. Apricot Office Supplies
2. Boise Cascade
3. Corporate Express
4. Office Depot; and

WHEREAS, Office Depot, Inc. was determined to be the most responsive, responsible proposer, based on a total ranking of proposal and presentation scores as per the tabulation attached hereto as Exhibit "B"; and

WHEREAS, the term of RFP 01-15R is for a period beginning December 1, 2001 through November 30, 2002 with the option to renew for four (4) additional one year periods, not to exceed a total award period of five (5) years; and

WHEREAS, sufficient funds are available from all Departments' Operating funds; and

WHEREAS, it is the recommendation of the Director of Finance and Purchasing and Contracts Manager that RFP #01-15R for "Office Supplies" be awarded to and an agreement be accepted and executed with Office Depot, Inc. on behalf of the Southeast Florida Governmental Purchasing Cooperative, for a period of one year with four (4) additional one (1) year renewal options.

WHEREAS, the City Commission of the City of Tamarac, Florida deems it to be in the best interest of the residents of the City of Tamarac to award to and accept and execute an agreement with Office Depot, Inc. on behalf of the Southeast Florida Governmental Purchasing Cooperative, for a period of one year with four (4) additional one (1) year renewal options.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA THAT:

SECTION 1: The foregoing "WHEREAS" clauses are HEREBY ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

SECTION 2: The appropriate City officials are hereby authorized to award to and accept and execute an agreement with Office Depot, Inc. on behalf of the Southeast Florida Governmental Purchasing Cooperative for a period of one-year with four (4) additional one (1) year renewal options, a copy of said Agreement attached hereto as Exhibit "C".

SECTION 3: All resolutions or parts of resolutions in conflict herewith are HEREBY repealed to the extent of such conflict.

SECTION 4: If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.


October 17, 2001

SECTION 5: This Resolution shall become effective immediately upon its passage and adoption.

PASSED, ADOPTED, AND APPROVED this 14th day of November, 2001.


JOE SCHREIBER
MAYOR

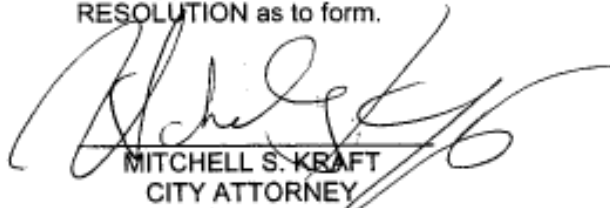
ATTEST:


MARION SWENSON, CMC
CITY CLERK

RECORD OF COMMISSION VOTE:

MAYOR SCHREIBER Aye
DIST 1: COMM. PORTNER Aye
DIST 2: COMM. MISHKIN Aye
DIST 3: V/M SULTANOF Aye
DIST 4: COMM. ROBERTS Aye

I HEREBY CERTIFY that I
have approved this
RESOLUTION as to form.


MITCHELL S. KRAFT
CITY ATTORNEY